

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DPS1492563

Date Posted: 11/08/10

POSITION NO: 242146

Closing Date: 11/22/10

CLASS CODE: 1517

POSITION TITLE: PRINCIPAL ACCOUNTANT

DEPARTMENT NAME: DPS/Department of Corrections

DEPARTMENT NO: 149 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N67A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00 pm

Temporary:

Duration: \_\_\_\_\_ \$ 47,361.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 22.77 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Plans and conducts a variety of accounting activities and investigations of problems; modifies and adapts conventional accounting practices and analytical techniques in solving a number of accounting problems; resolves accounting problems that are of importance to the overall goals and objectives of the Navajo Nation; handles sensitive management and accounting issues where intense legislative interest and significant resistance from the Nation's operating officials may be encountered; applies accounting practices in the way programs may be set up; assures prescribed accounting approaches and established procedures are adhered to. Review accounting reports for uniform application of policy and law, and for quality of accounting techniques and findings; determines extent of accounting problems encountered, initiates corrective action to bring non-complying accounts up to acceptable standards; prepares and presents complex financial reports; communicates to management and programs findings and status of accounts; assesses the Nation's accounting practices to determine its overall effectiveness and efficiency in accomplishing program mission; provides such information and/or analysis to appropriate government body; develops management policies and procedures; assists in formulating policies that will produce desired financial reports. Serves as project leader, assigns work and evaluates performance; maintains accounting and budget records; provides technical advice to other accountants and other staff in resolving problems, complex issues and on special projects; plans, directs, organizes and schedules the activities of a specialized accounting function or accounting areas; prepares and/or supervises the preparation of financial reports and reconciliations; advises management as to procedures concerning expenditures and other accounting practices. Prepares and/or directs the preparation of specialized or highly complex reports, statements, surveys or analysis for management; recommends alternatives to management when accounting data indicates trends or situations requiring action to be taken beyond scope of responsibilities; researches and evaluates new or changed accounting principles and practices; researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting assigned function; reviews statements of accounting information and other reports provided by the Nation's general ledger system.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Accounting, Business Administration, or closely related field; and eight (8) years of professional accounting experience involving financial policy analysis, and information systems,

**Experience:**

Two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. **(to receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of Navajo Nation federal and state laws, regulations, and guidelines governing aspects of the Nation's accounting operations; accounting principles, theories and practices. Knowledge of Generally Accepted Accounting Principles (GAAP), governmental accounting and budgeting principles. Knowledge of business and management practices relating to the maintenance of accounts and other financial records. Knowledge of computerized accounting systems and applications of general softwares. Knowledge of supervisory methods and techniques. Skill in analyzing financial records, systems, procedures and controls. Skill in performing detailed and complex numerical computations and reports. Skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems. Skill in establishing and maintaining effective working relationships. Skill in communicating complex technical concepts, orally and in writing.

**License/Certification Requirements:**

PREFERRED: Must possess a valid State Driver's license. Within 90-days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

Revised: 1-15-99